

3021-DEPARTMENTAL ADA COORDINATOR

NATURE OF WORK

Highly responsible administrative work coordination the City's compliance with the American with Disabilities Act (ADA) and the Florida Accessibility Code. Emphasis of the work is on assuring accessibility, developing policies and procedures, monitoring compliance, and educating all City departments in complying with ADA guidelines. This position has a high degree of internal and external contact.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Research and analyze federal, state and local laws related to individuals with disabilities.
Responsible for identifying and bringing into compliance all City-owned properties which do not comply with the federal and state statutory requirements per the ADA
Maintain compliance with the ADA and the Florida Accessibility Code
Analyze architectural criteria, construction standards and plans, and construction sites to determine effect on ADA compliance
Function as the City's liaison before the Barrier Free Environment Committee
Receive, analyze and respond to grievances from the public and City employees
Develop and update policies and procedures to maintain compliance with all related laws.
Provide advice, expertise and technical support to the City Attorney's Office to assist in resolution of legal matters related to ADA
Provide advice, expertise and technical support to the Commission and the Administration in matters related to ADA
Advise managers, supervisors and employees on policies, procedures and relevant laws.
Work closely with the Human Resources Department on issues relating to reasonable accommodations
Coordinate ADA sensitivity training for City employees with the Human Resources Dept.
Collect, organize, analyze data and complete and file relevant ADA information, documents and reports.
Perform site visits with representatives of the Building, Parking and Property Management Departments to verify compliance with the Accessibility Code
Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the content and provisions of the ADA, local, state and federal regulations pertaining to the disabled
Thorough knowledge of limitations of the disabled community
Considerable knowledge of local agencies and organizations providing services to the disabled
Ability to analyze City personnel and administrative policies, City programs and activities to determine the effect on persons with disabilities and compliance with ADA regulations

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Considerable knowledge of general personnel management theories and principles

Ability to complete necessary research and apply analytical processes effectively in completion of statistical analyses assigned.

Ability to exercise good judgment.

Ability to interpret and explain ADA regulations and guidelines to department heads, supervisors, employees and the general public.

Ability to achieve rapport and deal effectively and persuasively with the public, City employees, supervisors and department heads.

Ability to communicate effectively and persuasively, both verbally and in writing.

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university in Architecture, Public Administration, Planning, Construction Management or closely related field. Three years of progressively responsible, administrative experience in regulatory compliance work with a strong emphasis on accessibility, which must include experience working with disabled individuals, to ensure access in areas such as employment, public accommodations, transportation and communications. Must include one year of administrative experience in planning and coordination ADA compliance. Must have excellent oral and written communication skills, including some experience working with computers. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, computer, word processor, calculator, copier, and fax machine. Generally sedentary however must have the ability to perform site visits to verify compliance with Accessibility codes

SUPERVISION RECEIVED

Work is performed under general supervision with wide latitude for the use of independent judgement.

SUPERVISION EXERCISED

Supervision may be exercised over subordinate technical and/or clerical personnel.

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